Indirect Budget Attachment 4F

Recharge Rate Form Instructions

All data is required for each Recharge rate that you are requesting.

01 Description:

This section identifies the Recharge that the rate is supporting.

- **Title:** Provide a brief title of the Recharge rate being requested.
- Responsible Organization: Identify the organization (division or program office) requesting the Recharge rate.
- **Responsible Individual:** Specify the individual within the organization that is responsible for this Recharge.
- **Program Code (X):** Indicate the program code that will be used to track the costs associated with this Recharge (also indicate the revenue program code if it is different).
- **Effective Date:** Specify the date that this Recharge rate is expected to be implemented. For most recharges, this will be 10/1/96.
- **Financial Acct. Used:** Indicate the financial account that will be used to charge customers for this service.

08 Estimated Cost:

This section provides cost data related to the proposed Recharge rate.

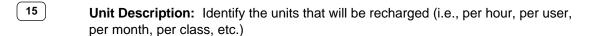
- **Work Package No.:** Identify the work package number. This number can be obtained directly from the related work package form.
- WP Title: Indicate the title of the program/work package.
- **FY96 \$k:** Indicate the FY96 dollars for this work package. This number can be obtained directly from the related work package form.
- **FY97 \$k:** Indicate the FY97 dollars for this work package. This number can be obtained directly from the related work package form.
- Totals: Total the work packages related to this Recharge rate for both the FY96 \$k and FY97 \$k columns.

14 Estimated Cost Distribution:

This section provides information on the recovery related to the Recharge operations (i.e., what will be billed to users and how much revenue is anticipated to be generated).

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Recharge Rate Form Instructions (continued)



- Number of Estimated Units: Specify the volume of the above units that you anticipate recharging in FY97.
- Estimated FY97 Distribution: Specify the amount of revenue that you anticipate collecting at the proposed rate.
- Unit Rate: Specify the unit rate that you propose billing for this Recharge. For example, this would be your total FY97 \$k divided by the number of estimated units.
- **Total:** Total the estimated FY97 Distribution column. This should equal your Number of Estimated Units times your Unit Rate. It should also equal your FY97 \$k requested funding.
- **Narrative:** Provide as attachments the three narratives requested for each Recharge rate request.
- Approval: For each rate request, obtain the signatures of the appropriate business team leader and the division director/technical manager (or responsible manager) before submittal to BUS-3.